



# **DOE Unclassified Foreign Visits & Assignments Program**

**Jennifer Emanuelson, Director**

**Office of Foreign Visits and Assignments (HS-72)**

**Office of Security Policy**

**Office of Health, Safety and Security**

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## DOE Unclassified Foreign Visits & Assignments (UFVA) Program



- DOE Order 142.3
  - Published 6/18/04
  - Incorporated 2002 Interim Guidance
  - Added:
    - Graded Approach
    - Host Responsibilities
    - HQ Management Panel

# Graded Approach

## Events or Activities Determined to be Open to the Public

### Requirements:

- Area accessible to the general public
- Site authority coordination with subject matter experts
- Written determination - subject matter releasable to public
- Site security plan documents applicable conditions

### Examples:

Public lectures, community meetings, cultural or entertainment events, open house events

## Sites Where No Classified Work Is Performed And At Which No Classified Material Is Stored

- Nonsensitive country visits
- Nonsensitive country assignments
- Sensitive country visits

**Requirement:** Visa, passport, other USCIS information maintained by site

- Sensitive Country Assignments
- Visits and assignments involving sensitive subjects

### Requirements:

- Request documented in FACTS
- Indices required, but may be completed after access is granted
- Visa, passport, other USCIS information in FACTS

- Specific security plan when sensitive subjects involved
- Includes offsite meetings

Approval by Site Authority

## All Other Sites

### Property Protection Areas:

- Subject Matter Export reviews
- Completed indices checks for sensitive country national assignees and all requests involving access to sensitive information
- Indices required for sensitive country visits, but may be completed after access is granted
- Includes offsite meetings

- FACTS entry 30 days prior to access for sensitive country assignments and requests involving access to sensitive information
- FACTS entry prior to access
- Visa, passport, other USCIS information in FACTS

### All Other Security Areas:

- Subject Matter Expert reviews
- Completed indices checks
- Specific Security Plan
- FACTS entry at least 30 days prior to start date
- Visa, passport, other USCIS information in FACTS

Approval by Site Authority

## Nationals of State Sponsors Of Terrorism – All Sites

### Requirements:

- Subject Matter Expert Reviews
- Completed Indices Checks
- Specific Security Plan
- FACTS Entry at least 30 days prior to start date
- Visa, passport, other USCIS information in FACTS

### Approval:

- Site Authority and Cognizant LPSO
- Management Panel (Recommendation)
- Final Approval by Secretary of Energy or Cognizant Under Secretary



## DOE UFVA Program Graded Approach



### Events or Activities Determined to be Open to the Public\*

**Examples:** Public lectures, community meetings, cultural or entertainment events, open house events

#### **Requirements:**

- Area accessible to the general public
- Site authority coordination with subject matter experts
- Written determination - subject matter releasable to public
- Site security plan documents applicable conditions

\*These events/activities are not documented in the Foreign Access Central Tracking System



## DOE UFVA Program Graded Approach



### *Sites Where No Classified Work is Performed and at Which No Classified Material is Stored\**

**For:**

- Nonsensitive country visits
- Nonsensitive country assignments
- Sensitive country visits

**Requirement:** Visa, passport,  
other USCIS information maintained  
by site

**For:**

- Sensitive Country Assignments
- Visits and assignments involving sensitive subjects

**Requirements:**

- Request documented in FACTS
- Indices required, but may be completed after access is granted
- Visa, passport, other USCIS information in FACTS
- Specific Security Plan when sensitive subjects involved
- Includes offsite meetings

**\*Ames, LBNL, SLAC, TJNAF, PPPL, NREL, FNAL**

**Approval by site approval authority**



## DOE UFVA Program Graded Approach



### *All Other Sites*

#### **Property Protection Areas:**

- Subject Matter Export reviews
- Completed indices checks for sensitive country national assignees and all requests involving access to sensitive information
- Indices required for sensitive country visits, but may be completed after access is granted
- FACTS entry 30 days prior to access for:
  - Sensitive country assignments
  - Sensitive subjects
- Includes offsite meetings

#### **All Other Security Areas:**

- Subject Matter Expert reviews
- Completed indices checks
- Specific Security Plan
- FACTS entry at least 30 days prior to start date

**Approval by site approval authority**



## DOE UFVA Program Graded Approach



### *Nationals of State Sponsors Of Terrorism – All Sites*

#### **Requirements:**

- Subject Matter Expert Reviews
- Completed indices checks prior to site approval determination
- Specific Security Plan
- FACTS Entry at least 30 days prior to start date

#### **Approvals:**

- Site Authority and Cognizant LPSO
- Management Panel recommendation
- Final Approval by Secretary of Energy or Cognizant Under Secretary



## DOE UFVA Program Host Responsibilities



### DOE Order 142.3 details the responsibilities of hosts to foreign nationals at DOE sites

- Conduct of the visit/assignment
  - Reporting requirements
  - Notification requirements
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- “Hosting Foreign Nationals at DOE Sites”**
    - Basic information and requirements for hosts before, during and after visits/assignments
  - DOE National Training Center**
    - FIT-130D, Foreign Visits and Assignments Host Training
    - <http://www.ntc.doe.gov>



## DOE UFVA Program HQ Management Panel



**HQ Panel provides an advisory recommendation to the Secretary or cognizant Under Secretary regarding access requests involving nationals of state sponsors of terrorism**

- **Citizen of, born in or representing a nation identified by the Department of State as a state sponsor of terrorism**
- DOE O 142.3: Directors of Security, Intelligence and Counterintelligence, and representatives of the Under Secretary ESE and NNSA Administrator
- Current process by agreement of Panel members:
  - Review by security lead for cognizant Under Secretary
  - Review by HSS and Office of Intelligence and Counterintelligence
  - Modified Panel process will be incorporated into DOE O 142.3



## DOE UFVA Program HQ Management Panel



### Management Panel “Packages” include:

- Approval documentation from LPSO
- Approval documentation and justification from site
- Specific Security Plan
- Cyber Security Plan
- Documentation of SME reviews
- Copies of immigrant/nonimmigrant status documentation and identity documentation
- Printout of FACTS visit/assignment request
- Additional Information (curriculum vitae, site UFVA database printout, other supporting documentation, etc.)
- Memo to Panel members requesting review
- Panel recommendations
- Recommendation memo to cognizant Under Secretary

**\*These packages must be marked, and protected, as OOU\***



## DOE UFVA Program

### *Contact Information*

#### ***UFVA Policy, Site guidance/assistance, Management Panel process***

- Jennifer Emanuelson
  - 202-586-6828 or 301-903-3652
  - [Jennifer.emanuelson@hq.doe.gov](mailto:Jennifer.emanuelson@hq.doe.gov)

#### ***Site assistance, FACTS user assistance with UFVA process***

- Donna Dorsey
  - 202-586-4487
  - [Donna.dorsey@hq.doe.gov](mailto:Donna.dorsey@hq.doe.gov)

***FACTS Help Desk: 804-744-8800***

***National Training Center: <http://www.ntc.doe.gov>***